

**Constitution
of the
Los Rios Classified Employees Association (5-20)**

Article I - Name

The name of this organization is Los Rios Classified Employees Association (LRCEA or Union).

Article II - Purpose

The purpose of LRCEA is to advocate for and represent its members employed by Los Rios Community College District (district), all pursuant to the Educational Employment Relations Act commencing with Section 3540 of the Government Code (EERA).

Article III - Membership and Dues

Section 1. Membership Eligibility

Any regular classified employee of the district employed in a job classification in a bargaining unit exclusively represented by LRCEA, is eligible for membership in LRCEA.

Section 2. Becoming a Member

To become a member of LRCEA an eligible employee of the district must provide the district with a written authorization, allowing the district to deduct LRCEA membership dues (dues) from his/her pay as required by LRCEA.

Section 3. Dues and Payroll Deduction of Dues

Annual LRCEA dues are \$216.00. Annual LRCEA dues are deducted from the regular pay of the member in equal payments during his/her regular annual work schedule; twelve equal payments for a full-time employee/LRCEA member, and ten equal payments for a part-time employee/LRCEA member.

Section 4. Changing Annual LRCEA Dues

Annual LRCEA dues can only be changed by majority vote of the general membership of LRCEA, taken pursuant to Article X of this Constitution, following a general membership meeting at which the proposed change is on the meeting agenda for discussion by the members attending the meeting.

Section 5. Maintaining LRCEA Membership

LRCEA members are required to maintain their membership in LRCEA and pay its dues pursuant to the EERA, the current contract between LRCEA and the district, and as required by LRCEA.

Section 6. LRCEA Member in Good Standing

An LRCEA member who continues to pay his/her annual LRCEA membership dues by

district payroll deduction is an LRCEA member in good standing. An LRCEA member who by his/her own action, fails to pay his/her annual membership dues by the 15th calendar day of the calendar month in which they are due and payable to LRCEA, shall be considered delinquent in the payment of those LRCEA dues, and upon that failure continuing for two (2) consecutive calendar months that member shall stand suspended from LRCEA membership and shall not participate in any benefit of LRCEA membership unless and until all those delinquent LRCEA dues are paid in full.

Article IV - Meetings

Section 1. Regular Meetings

a. General Membership Meetings

The general membership consisting of all LRCEA members and hold two meetings each LRCEA fiscal year. No regular meetings are held in July and August.

The secretary provides written notice to the membership regarding the agenda for each meeting, and its date, location, and time, all not less than ten consecutive calendar days before the meeting is called to order.

General membership meetings normally consist of a series of worksite meetings held at each college and at the district office, within thirty consecutive calendar days.

A quorum of members required to call a general membership meeting to order is eighteen members. Counting members for the quorum is done on a cumulative basis; when eighteen members are counted in the series of meetings the meeting is automatically called to order. The officer chairing a meeting must keep a written record of attendees at the meeting and, provides that written record to the secretary within five calendar days immediately after the meeting is held.

b. Board of Directors

The board of directors consisting of the officers and representatives hold three meetings each LRCEA fiscal year. No meetings are held in July and August.

The secretary provides written notice to the board of directors regarding the agenda for each meeting, and its date, location, and time of each meeting not less than ten consecutive calendar days before the meeting is called to order. In most cases these meetings are held at the LRCEA office.

The quorum of the board of directors required to call a meeting to order is a majority of its members, absent vacancies.

c. Executive Board

The executive board consisting of the officers, meets each calendar month during the LRCEA fiscal year, except no meetings are held in July and August.

The secretary provides written notice to the officers regarding the agenda for each meeting, and its date, location, and time, not less than ten consecutive days before the meeting is called to order. Unless otherwise determined by the president or executive board these meetings are held at the LRCEA office.

The quorum of officers required to call a meeting of the executive board to order is a majority of its member, absent vacancies.

Section 2. Special Meetings

a General Membership

Special meetings of the general membership may be called by the president, executive board, or by petition filed with the president signed by twenty percent of the general membership.

Written notice of each special meeting will be provided to the general membership by the secretary, regarding the agenda for the meeting, and its date, time and location, all within a reasonable time before the meeting is called to order.

The same quorum rules apply to special meetings as for regular meetings.

b Board of Directors

Special meetings of the board of directors may be called by the president or a majority of the board members, absent vacancies.

Written notice will be provided to the board of directors by the secretary, regarding the agenda, date, time and location of the special meeting, within a reasonable time before the meeting is called to order.

The same quorum rules apply to special meetings as for regular meetings.

c. Executive Board

Special meetings of the executive board may be called by the president or a majority of the executive board, absent vacancies.

Written notice of the agenda for the meeting, and the date, time and location of the meeting will be provided to the executive board members by the secretary, within a reasonable time before the meeting is called to order.

The same quorum rules apply to special meetings as for regular meetings.\\]

Section 3. Waiver of Meeting Requirements

When LRCEA is faced with a catastrophic situation such as a medical emergency, fire, earthquake, or other unforeseen event that interrupts its ability to conduct its business in anormal manner, the executive board will hold meetings will determine the best course of action to take, regardless of when or where they hold meetings, when and where to conduct voting, and how to reach to the emergency on behalf of LRCEA.

Notwithstanding any other provisions of this Constitution, when such an emergency occurs, meeting deadlines and related requirements of this Constitution are waived until, the emergency subsides, and during which the executive board of LRCEA has full authority to act on behalf of LRCEA.

Section 4. Definitions

For all purposes pertaining to this Constitution the term "college campus" means each college of this district, i.e., American River College, Cosumnes River College, Folsom Lake College, Sacramento City College, and includes satellite work locations assigned to each college campus; the term "district office" means the headquarters office of the district, and includes all satellite work locations assigned to the district office; should the district create any new college campus(s) this Constitution shall be automatically amended without any action required by the general membership, to include the new college campus(s) and all satellite work locations assigned thereto.

Article V - Officers, Representatives, Nominations and Elections

Section 1. Officers and Representatives

a. Officers

The Officers of this Union shall be a President, a Vice President, a Secretary, and a Treasurer.

The term of an Officer is thirty-six (36) consecutive calendar months commencing July 1 immediately following his/her election, or, in the case of an appointment to an Officer position, from the date that appointment is official through the remainder of the unexpired term of that vacant Officer position.

Election of the Vice President and the Treasurer for the initial thirty-six (36) consecutive calendar month term will occur prior to July 30, 2018, with those elected taking office July 1, 2018, and thereafter, election of the Vice President and the Treasurer will occur every third consecutive calendar year of their term of office, with those elected taking office July 1 immediately following that election.

Election of the President and the Secretary for the initial thirty-six (36) consecutive calendar month term will occur prior to June 30, 2019, with those elected taking office July 1, 2019, and thereafter, election of the President

and Secretary will occur every third consecutive calendar year of their term of office, with those elected taking office July 1 immediately following that election.

When LRCEA represents more than one bargaining unit in the district, each of those bargaining units will have its own Vice President on the Executive Board, and each Vice President will be subject to election in the same calendar year. Only members from a bargaining unit vote for the Vice President that represents the bargaining unit those members are part of.

The Executive Board will schedule nominations and elections of Officers subject to requirements of this Article.

Officers may be elected to consecutive terms.

b. Representatives

There shall be two (2) Representatives from each college campus and from the district office; in the event LRCEA represents more than one (1) bargaining unit in the district, each unit will have one (1) Representative from each college campus and from the district office.

The term of a Representative is twenty-four (24) consecutive calendar months commencing July 1 immediately following his/her election, or, if appointed to fill a vacant Representative position, from the date that appointment becomes official through the remainder of the unexpired term of that vacant Representative position.

One Representative for each college campus and one Representative for the district office will be elected prior to June 30 each even-numbered calendar year, and one Representative for each college campus and one Representative for the district office will be elected prior to June 30 of each odd-numbered calendar year. Only members of a bargaining unit at the college campus or district office (including satellites) vote for the Representative at that college campus or district office. If, LRCEA represents more than one bargaining unit in the district, its unit members at a college campus and at the district office vote only for the Representative for that unit at that college campus or district office location (including satellites).

The Executive Board will schedule nominations and election of Representatives subject to requirements of this Article.

Representatives may be elected to consecutive terms.

Section 2. Nomination of Officers and Representatives

Nominations for Officers and Representatives shall be made at regular or special meetings of the Union, or in writing prior to that meeting being called to order. Nominations for Officers and Representatives will be permitted from the floor at the nomination meeting. Any nomination for an

Officer or Representative position may only be made for such position that is subject to election the same calendar year the nomination is made.

Nominations close for Officer and Representative positions when the nomination meeting is adjourned, except when the nomination meeting is held pursuant to Article IV, Section 3, of this Constitution, nominations for Officers close when the final meeting in the particular series of meetings adjourns, and nominations for the Representative position for a particular college campus or the district office, close when the meeting(s) in that series at that college campus or district office location, adjourn. A fifteen (15) calendar day written notice shall be given to members prior to the nomination meeting.

A nomination committee shall be appointed by the President subject to approval of the Executive Board, to supervise nominations.

Following the nomination process each nominee shall be afforded an opportunity to accept or decline his/her nomination, and the name of any person who declines his/her nomination or fails to accept or decline that nomination shall not appear on that election ballot. The nomination committee is responsible to contact each nominated candidate regarding his/he acceptance or declining the nomination.

Section 3. Eligibility to Hold Officer or Representative Positions

To be eligible to hold an Officer or Representative position a member must be a regular classified employee of the district for at least one year in a position exclusively represented by LRCEA, up to and including the date he/she is nominated for election to the Officer or Representative position, and must be a member in good standing of LRCEA.

However, no retired member shall be a candidate for or hold any Officer or Representative position.

Further, eligibility of a member for appointment or election as an Officer or Representative, or for an incumbent to continue in such position, is dependent upon the ability of that member to perform all the duties of the position and attend all the meetings required for the position by this Constitution, unless the absence from those duties and meetings is excused pursuant to this Constitution.

Section 4. Election of Officers and Representatives

All voting for Officers and Representatives is done pursuant Article X of this Constitution.

A candidate receiving the majority of votes for an Officer or Representative position shall be elected to it. A majority shall be defined as fifty percent (50%) plus one (1) of all valid ballots cast for that Officer or

Representative. Should 50% of the valid ballots cast result in a fraction of a whole number, the fraction shall be rounded of as follows:

- a) if the fraction is less than .5, it shall be rounded down to the next whole number;
- b) if the fraction is .5 or more, it shall be rounded up to the next whole number;
- c) when a candidate receives a majority of votes cast for the position, there shall be no run-off election, and the candidate receiving that majority is elected;
- d) if all candidates for an Officer or Representative position have less than a majority vote as defined above, the two candidates receiving the highest number of votes shall participate in a run-off election;
- e) the run-off election shall occur at least fifteen (15) calendar days after the first election;
- f) balloting in the run-off election shall be by secret ballot at the worksite or, by using electronic communication upon prior approval to do so by the Executive Board.
- g) the candidate with the highest number of valid ballots in the run-off election shall be elected.

The winning candidate shall take the Oath of Office at the first meeting of the LRCEA Executive Board or Board of Directors, whichever comes first, when his/her term in the Officer or Representative position commences.

Insofar as possible the election committee for the run-off election shall be the same as the election committee for the first election.

Ballots will be counted by the election committee or its members' designee(s) in each election, at the closure of balloting on the election day.

All ballot counts are open to observation by LRCEA members.

Section 5. Appointments to Vacant Officer and Representative Positions

- a. resident

When the Office of President becomes vacant during its term the Vice President shall become President for the remainder of that unexpired term. However, in the event LRCEA represents more than one bargaining unit in the district and the Office or President becomes vacant during its term, the Executive Board will appoint a President from among the Vice Presidents on the Executive Board, to fill the vacancy for the remainder of its unexpired term.

b. Other Officers

Appointments to other vacant Officer positions are made by the President subject to prior approval by the Executive Board. In the event LRCEA represents more than one bargaining unit in the district, when the Office of Vice President becomes vacant, that vacancy must be filled by a member from the bargaining unit in which the vacancy occurred, so the President will appoint a member from that bargaining unit to fill the vacancy.

c. Representatives

When a Representative position becomes vacant during its term the vacancy shall be filled as-soon-as possible and for the duration of the unexpired term, by a member appointed by the President subject to prior approval by majority vote of the Executive Board.

If, LRCEA represents more than one bargaining unit in the district and a Representative position becomes vacant during its term, the President shall appoint a member from the same bargaining unit and district work location the vacant position represents on the Board of Directors, to fill that vacancy for the remainder of its unexpired term.

Section 6. Oath of Office

Every Officer and Representative shall upon assuming office, subscribe to the following "Obligations for an Officer and Representative" (Oath of Office): I promise to abide by the Constitution of Los Rios Classified Employees Association. I further promise to carry out all duties assigned to me and to do my best to represent the members of Los Rios Classified Employees Association and, uphold and promote the principles of Union democracy. I will provide to my successor in Office all books, papers and other property of the Union, which is in my possession at the time of my official term.

Section 7. Required Meeting Attendance - Officers and Representatives

Any Officer absent from two Executive Board meetings and/or Board of Director meetings and/or General Membership meetings (including worksite meetings pursuant to Article IV, Section 3, of this Constitution) due to unexcused absence, is automatically resigned from his/her Office, the Executive Board, and Board of Directors upon the occurrence of that second unexcused absence.

Any Representative absent from two Board of Director meetings and/or General Membership meetings (including worksite meetings pursuant to Article IV, Section 3 of this Constitution) due to unexcused absence, is automatically resigned from his/her Representative position, and Board of Directors, upon occurrence of that second unexcused absence.

For the purpose of this Constitution "excused absence" means: absence due to his/her illness, or being required to work for the district during the meeting, or absence for which the Officer or Representative is on paid leave of absence from the district when the meeting is held, or absence for a

family emergency the Officer or Representative could not have reasonably foreseen prior to the necessity of the absence, or absence because of catastrophic event such as earthquake, fire, flood, or other natural disaster personally affecting the Officer or Representative, his/her family and/or personal property.

Section 8. Mileage Allowance

Officers and Representatives are entitled to reasonable mileage reimbursement for Union business, subject to approval of the Executive Board.

Section 9. Per Diem and Travel Allowance

The Executive Board shall have the power to determine per diem and travel allowances for any member performing official Union duties.

Article VI - Duties of Officers, Representatives, the Executive Board, and Board of Directors

Section 1. The President shall:

Preside over all meetings of the Union Executive Board, Board of Directors, and General Membership. The President:

- a. may be a member of all committees except election committees;
- b. countersigns all checks drawn against Union funds;
- c. appoints all standing committees and all special committees of the Union, subject to approval of the Executive Board;
- d. reports periodically to the membership regarding the progress and standing of the Union and regarding the President's official acts;
- e. takes such other actions as called for by this Constitution;

Section 2. The Vice President shall:

- a. assists the President in the work of the President's Office; in either the absence of the President or in the inability of the President to serve, preside at meetings and perform all duties otherwise performed by the President; notwithstanding any other provisions of this Constitution, when LRCEA represents more than one bargaining unit in the district and the Vice President for each bargaining unit is filled, the Executive Board by majority vote shall determine which Vice President becomes President when that Office is vacant, or which Vice President assumes the duties of the President during the President's inability to serve in the Office; the authority vested in that vote shall remain in effect until and unless the President resumes his/her duties or, should the Office of President become vacant, until the

Executive Board appoints a Vice President to fill the Office of President for the remainder of its unexpired term.

- b. Executive Board may direct otherwise.
- c. performs other duties as the Executive Board requires.
- d. attends all meetings of the Executive Board, the Board of Directors, and meetings of the General Membership as assigned by the President or Executive Board.

Section 3. The Secretary shall:

- a. Keep a record of the proceedings of all membership meetings and of all Executive Board and Board of Directors meetings.
- b. Carry on the official correspondence of the Union except as the Executive Board may direct otherwise.
- c. Performs other duties as the Executive Board requires.
- d. Attends all meetings of the Executive Board and the Board of Directors and, attend meetings of the membership as assigned by the President or Executive Board.

Section 4. The Treasurer shall:

- a. receives and receipts all monies of the Union.
- b. deposits all monies received in the name of the Union in a financial institution selected by the Executive Board, and money deposited shall be withdrawn only by check signed by the President and the Treasurer, or the Vice President if approved by the Executive Board.
- c. prepares and signs checks for each purpose as are required by the Constitution or are authorized by the membership or Executive Board.
- d. keeps accurate records of receipts and disbursements and shall once each calendar month, submit to the Executive Board a monthly operating statement of the financial transactions of the Union for the previous calendar month.
- e. act as custodian of all properties of the Union.
- f. cause an annual audit to be made of the finances of the Union by a disinterested party approved by the Executive Board, and report to the General Membership on the results of such audit.

- g. attend all meetings of the Executive Board, Board of Directors, and meetings of the General Membership as assigned by the President or Executive Board.
- h. serves on the Union budget committee.

Section 5. Each Representative shall:

- a. be assigned a scope of responsibility by the President subject to approval by the Executive Board, that includes representation of employees pursuant to the EERA that are:
 - (1) within the jurisdiction of the Representative, and/or that covers the scope of responsibility assigned to another Representative in the same or a different jurisdiction when that other Representative is unable to get off work from the district, is on paid leave of absence from the district, is unable to serve and a replacement Representative has not been appointed, or when the Representative position is vacant.
 - (2) attend all Union meetings and other proceedings within the jurisdiction of the Representative, all meetings of the Board of Directors, and all other meetings and proceedings required by this Constitution and/or assigned by the President or Executive Board.
 - (3) participates in all activities assigned by the President or Executive Board, including but not limited to committee assignments.
 - (4) provides assistance to Officers, consultant, lawyers, financial advisors, and others employed by LRCEA for professional advice and assistance.
 - (5) performs other duties and responsibilities assigned by the President or Executive Board.

Section 6. Authority of Executive Board and Board of Directors Between General Membership Meetings

The Executive Board shall be the governing body of the Union except when meetings of the Board of Directors or General Membership are in session.

All matters affecting policies, aims and means of accomplishing the purpose of the Union not specifically provided for in this Constitution or by action of the general membership in a regular or special meeting shall be decided by the Executive Board.

A report of all official action taken by the Executive Board shall be made to the membership at its next meeting.

Section 7. Budget

The Executive Board shall cause an annual budget for the next fiscal year to be prepared, with each budget including the estimated income, expenses, and investments for LRCEA that next fiscal year. That annual budget for the next fiscal year shall be brought before the General Membership for a vote at a regular or special meeting held prior to the end of the current fiscal year.

Upon approval by vote of the general membership that annual budget shall be in effect for the fiscal year it pertains to, and the Executive Board has authority to expend LRCEA funds pursuant to that adopted annual budget.

However, should a modification of the overall amount of the annual budget be proposed or required during a LRCEA fiscal year, such modification shall be brought before the General Membership for a vote, at a regular or special meeting held during the fiscal year in which the modification is intended to be operational. Changes to membership (gain or less) does not qualify as a modification to the overall amount of the annual budget.

Article VII - Committees

Committees shall be appointed by the President with approval of the Executive Board.

The President will attempt to appoint one member from each college and from the district office to each committee.

The chairperson for each committee shall be reports to the Executive Board, Board of Directors, and General Membership as required by the Executive Board.

The President may chair any committee(s), except an election committee.

Standing committees are: Budget; Constitution; Negotiations; and Job Classification Review; however, the Executive Board may, by official action, determine to add or delete standing committees as necessary to conduct the official business of the Union.

Article VIII - Work Stoppages

Any strike proposed to be engaged in by LRCEA members requires prior approval by a two-thirds vote of the LRCEA members who vote on the matter, before such action is taken.

Said vote shall be conducted pursuant to Article X, of the Constitution, following a special General Membership meeting called to discuss the proposed strike.

Article IX - Amendments

This Constitution may be amended, revised, or otherwise changed by majority vote of the LRCEA members voting on such proposed change.

All proposed amendments to this Constitution must be submitted to the LRCEA President in writing. Unless contrary to law, rules or regulations LRCEA must adhere to, the President will place the proposal on the agenda of the next meeting of the Board of Directors for discussion and a recommendation to the General Membership. The proposal with its recommendation of the Board of Directors will be submitted in writing to the General Membership for discussion at its next regular or special meeting, with a vote on the proposal held pursuant to Article X of this Constitution within ten (10) consecutive calendar days immediately following adjournment of that General Membership meeting. A majority of members voting on the proposal determine outcome of the vote on that proposal. In the case of a tie vote on the proposal, members eligible to vote shall vote again on the proposal until the tie is broken.

Notwithstanding any other provision of this Constitution, upon the law requiring a provision or provisions of this Constitution to be changed, that change will occur in a timely manner without vote of the General Membership, and the General Membership will be notified in writing of the change including the reason(s) therefore.

Article X - Miscellaneous Provisions

Section 1. Authority of Officers, Representatives, and Members

Except to the extent specified in this Constitution, no Officer or Representative of the Union shall have the power to act as agent for or other bind the Union in any way whatsoever.

No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the Union except, to the extent specifically authorized in writing by the President or by the Executive Board of the Union.

Section 2. Robert's Rules of Order

Robert's Rules of Order, revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Policies of the Union.

Section 3. Policies

The Board of Directors shall have authority to adopt and implement Policies that apply to provisions of this Constitution.

Section 4. Elections and Voting

a. Definitions

Any requirement of this Constitution for the General Membership to cast a vote is an "election."

b. Election Committee

When an election calls for voting by the General Membership, an election committee consisting of Officers and Representatives who are not candidates for election in that election, will administer and supervise the election.

c. Electronic Voting

Voting by the General Membership will normally be done electronically, scheduled on the same date and during the same hours, district wide.

d. On-site Voting

In the event electronic voting is not available for an election, voting will be conducted at each college campus and at the district office. On-site voting will allow use of absentee ballots. On-site voting will be scheduled on the same date and during the same hours, district wide.

e. Voting Schedule

Written notice of the General Membership meeting at which an item to be voted on will be discussed, will be available to each member in writing within a reasonable time prior to that meeting being called to order. This written meeting notice will include the date and time of the meeting, the date and time for voting, and the method for conducting that vote.

When counting ballots cast by members in such voting, should fifty percent (50%) of the valid ballots cast result in a fraction of a whole number, the fraction shall be rounded off as follows:

- 1) If the fraction is less than .5 it shall be rounded down to the next whole number;
- 2) If the fraction is .5 or more it shall be rounded up to the next whole number.

When a majority of votes support approval or rejection of a subject being voted on, that majority position wins the vote, or, if the vote results in less than a majority vote to approve or reject the subject being voted on, the subject voted on is defeated. If a tie vote occurs, the subject being voted on will be voted on again until the tie is broken; a tie vote shall be voted on again within ten consecutive calendar days of that tie vote occurring.

f. Counting Votes

Votes will be counted by the election committee on the same date they are cast.

Article XI - Trials and Appeals

Section 1. Who May Be Charged:

Officers, Representatives, and Members of LRCEA may be charged with:

- a. violation of any provision(s) of this Constitution;
- b. violation of the Oath of Office;
- c. gross disloyalty or conduct unbecoming a Member;
- d. the wrongful taking or retaining of any money, books, papers, or any other property belonging to LRCEA; or the wrongful destruction, mutilation or erasure of any books, records, bills, receipts, vouchers, or other property of
- e. working as a strike-breaker;
- f. the bringing of false charges against a Member, Officer, or Representative without good faith or with malicious intent.

Section 2. Filing Charges

Charges against any Officer, Representative, or Member:

- a. Charges against any Officer, Representative, or Member shall be filed in writing with the LRCEA Secretary, who shall serve a copy thereof on the accused Officer, Representative, or Member, personally or by "Registered" U.S. Mail, return receipt requested, directed to the last known address of the accused, not less than ten (10) consecutive calendar days before the hearing on the charges is called to order.
- b. The Executive Board of LRCEA shall act as the trial body. The accused may appear in-person and with witness to answer the charges, and shall be afforded a full and fair hearing; the accused may select a Member of LRCEA or an attorney to represent him/her in the presentation of the defense.

If, the accused is unable or unwilling to be present at any hearing provided for herein, his/her defense may be presented in writing, prior to the start of the hearing on the charges.

In default of appearance or defense, the trial body shall proceed with the hearing regardless of the absence of the accused.

- c. If, the charges or any portion thereof are sustained, then the Executive Board shall render judgement and impose disciplinary action as provided for in this Constitution.
- d. In all hearings on charges, if the Member filing the charges is a Member of the Executive Board, he/she may appear and be heard in support of the charges, but shall not be eligible to participate in the consideration of or the decision on such charges.

Section 3. Discipline

Disciplinary action imposed upon Officers, Representatives, or Members found guilty of charges or any part thereof shall, relate to the right and duties of membership and may, as the case requires, consist of reprimand, suspension, expulsion, removal from Office, deprivation of privileges or benefits, or commands to do or perform, or refrain from doing or performing specific acts.

Section 4. Appeals

Appeal from any decision of the Executive Board with respect to charges filed against an Officer, Representative, or Member, may be taken to the next regular or special meeting of the Board of Directors on appeal.

Any appeal shall be filed with the Secretary within five (5) consecutive calendar days of receipt by the accused of the written decision of the Executive Board on the charges. During the pendency of such appeal the decision appealed shall remain in full force and effect.

The Board of Directors shall consider the appeal in the same manner as that provided for at the Executive Board level. Action by the Board of Directors on all appeals shall be final and binding.

Section 5. Exhausting Constitutional Remedies

Subject to the provisions of applicable statutes, every Officer, Representative, and Member against whom charges have been preferred and disciplinary action taken as a result thereof, or who claims to be aggrieved as a result of adverse rulings or decisions rendered against him/her, agrees as a condition of his/her LRCEA Membership and continuation thereof, to exhaust all remedies provided for in this Constitution and further agrees, not to file or prosecute any action in court, tribunal or other agency until those specific remedies have been exhausted.

Article XII - Affiliation

Any question of affiliation of LRCEA with another labor organization shall only be approved by a vote of at least two-thirds of the Members eligible to vote and who vote on the issue. Said vote shall be conducted pursuant to Article X of this Constitution.

Article XIII - Political Action

Section 1. LRCEA Position on Legislation

LRCEA may involve itself in support or opposition to legislative, regulatory, and initiative issues that affect wages, hours, and working conditions of employees it represents.

Section 2. LRCEA Position on Political Candidates

No Officer, Representative, or Member of LRCEA, or employee of LRCEA, by any act or intent shall take any action in an official or unofficial capacity as a representative of LRCEA, that implies support or opposition by LRCEA to the political candidacy of any person or persons, without prior approval by a majority vote of the Executive Board.

Section 3. Ad Hoc Committee

The President shall, when legislative, regulatory, and/or initiative issues arise affecting LRCEA, appoint a committee which shall make a written recommendation regarding the issue to the Executive Board, prior to the Executive Board taking action to support or oppose the issue(s).

Article XIV - Collective Bargaining and Representation

Section 1. Collective Bargaining

Pursuant to the EERA, LRCEA is exclusive bargaining representative of the White-Collar bargaining unit (unit) of the classified employees in the district, and in this capacity LRCEA negotiates with the district on behalf of employees in the unit over matters related to their wages, fringe benefits, hours of work, and other terms and conditions of their employment. When LRCEA prepares, proposes, negotiates, and/or ratifies collective bargaining agreements and amendments thereto, the following shall apply:

Members in the unit will be requested to provide input to the Executive Board regarding provisions of the existing contract that are subject to negotiations during the term of those contracts, and this input will be requested in writing prior to the initial LRCEA proposal on the matter is submitted to the district.

During negotiations between LRCEA and the district LRCEA will provide Members with updates on negotiations as allowed pursuant to the EERA.

When LRCEA has reached tentative agreement on all matters being negotiated with the district, those tentative agreements and a summary of what they mean will be provided to the General Membership for discussion at a General Membership meeting, and then voted on pursuant to Article X of this Constitution.

Section 2. Individual Member Representation

Representation of individual Members on matters covered by the EERA, including but not limited to grievances, evaluation, classification, and pay, are subject to the EERA, terms and conditions of the current LRCEA Representation Policy adopted by the Board of Directors, and current collective bargaining agreement (contract) with the district.